Scoping Requests Checklist

Step	#
Determine the requestor We do not accept the following: ❖ Requests from representatives of foreign governments ❖ Foreign language requests ❖ Requests making threats (turn over to ASO)	
Read/review the case thoroughly to understand what exactly is being requested ❖ If having difficulty, break down the request into parts. ❖ Seek help if having trouble	
Questions to ask yourself in order to understand the context of a request: What type of requestor is it (e.g., news media) ❖ Is it a frequent requestor? ❖ Have similar requests been submitted? ❖ Is the requestor prone to appeal/litigate?	
Determine the validity of the request before determining the suitable action in response to it.	
Conduct searches using the FOIA Search Checklist ❖ Search CADRE to see if there are any previous requests for the same or similar subject. What was given to another requestor may satisfy another. ❖ If there are no previous requests, determine whether or not we can search for the records being requested without requiring more information from the requestor	
DO NOT Task the following: ❖ 3rd party referrals (initial requests must come directly to us and not through another government agency) ❖ Requests are: Too broad Vague Asking questions Requiring research Publicly available documents Pre-CIA documents (refer to OSS requests to NARA) Cases/documents that are piggybacked to another case	

Scoping Referral Requests Checklist

Step	#
Prepare the entire package before scanning by: ❖ Verify receipt of requestor correspondence ❖ Verify receipt of referring agency memorandum ❖ Verifying receipt of documents cited in referral memorandum, or forms ❖ Identifying and separating each document for preparation to scanning.	
Prepare documents before scanning by categorizing what gets scanned separately into the case as follows: ❖ Correspondence, includes referral memorandum, requestor letter, referral forms, queries, lotus notes, background information, etc. to be scanned into the All Documents folder ❖ Fill out a CADRE SCANNING REQUEST for all correspondence and work. Take the package, with ALL the staples removed, to the CMST in the registry ❖ Complete batch scan request in CADRE and attack all DOCUMENTS. Take the package, sans case folder, to Scanning center.	
Prepare documents after scanning by: ❖ Selecting documents in the ALL DOCUMENTS folder and change release names from NON to NOT APP.	